

**Department of Defense Commercial
Activities Management Information
System (DCAMIS)**

**Military to Civilian
Conversion Module
(MCCM) Data
Elements**



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DEFENSE COMMERCIAL ACTIVITIES MANAGEMENT SYSTEM: MILITARY-TO-CIVILIAN CONVERSION MODULE

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DEFENSE COMMERCIAL ACTIVITIES MANAGEMENT SYSTEM: MILITARY-TO-CIVILIAN CONVERSION MODULE

Module Definitions & Component Responsibilities

The Military-to-Civilian Conversion Module (MCCM) is being created to grant and track credits for the transfer of work performed by military positions to civilian performance (public and private sector) approved from October 1, 2003 and forward. This document describes terms used by the MCCM data elements, definitions, values and data entry steps. This information is presented in a tabular format, which is organized by the sequence of the data entry steps in the system. Additionally, each MCCM initiative will have a module record that tracks conversions and execution actions. The major sections are outlined below.

Step 1 – Identify Initiative for Conversion

This section identifies an initiative, including the data required to create and obtain approval from OUSD (P&R and AT&L) in order to receive credit for the initiative.

Step 2 – Document Initial Credit

This section records the results of approved conversion initiatives, including the approval of initial credit by OUSD (P&R) and OUSD (AT&L).

Step 3 – Document Tentative Credit

This section records the Defense Management Data Center (DMDC) receipt of the Military Data Reports regarding military authorizations that were transferred to relieve stress on the operating forces. This section also includes the documentation regarding civilian positions in the Defense Civilian Personnel Data System (DCPDS), as well as OUSD's (P&R and AT&L) approval of tentative credit.

Step 4 – Award Final Credit

This section records that the civilian personnel actions were completed and documented in DCPDS, and that OUSD (P&R and AT&L) awarded the final credit. Note that OUSD awards the final credit upon the approval of the tentative credit when conversion to DoD civilian performance is not involved.

Features of the MCCM

The MCCM includes the following features and business rules, which are outlined below.

- All data elements listed below are **mandatory** for all MCCM initiatives, except the **Comment** fields at the end of each step.
- An Initiative Record cannot be permanently saved to the database until Data Elements 1-1 through 1-12 are completed.
- A separate comments field is provided at the end of each step to allow military services to enter miscellaneous remarks for each step, if desired. These fields are optional.

- The MCCM has a number of **Comment** and **Explanation** fields that appear based upon the values entered for related data elements. These Comment and Explanation fields are linked to specific data elements, and thus require an entry before users will be able to save the related data element value.
- Military services may withdraw a “candidate” initiative at any time prior to OSD entering the date that the initiative is approved for conversion. The system records and retains all withdrawn initiatives.
- Military services may cancel an initiative at any time prior to OSD awarding a final credit. The system records and retains all cancellations.
- Only OSD may delete initiatives. Deleting an initiative removes a record in its entirety from the database.

Table of Definitions Columns

The following describes the structure and content of the data element table.

Data Element Name: Identifies the name of a specific data element in MCCM as it appears on the data entry screen. Note that the name equates to the title of the data field.

Definition: Defines the data element.

Values: Lists the valid MCCM entries permitted for specific data elements that are governed by an edit table, and displayed on a pick list. Some pick lists will display both a code and a value name when the codes are familiar to MCCM users.

DATA ELEMENT NAME	DEFINITION	VALUES
STEP 1 – IDENTIFY INITIATIVE FOR CONVERSION		
1-1. Military Service	The Military Service submitting the initiative for credit.	<p>System Generated: This is based on the Military Service of the registered user creating the initiative. Generated values will be one of the following:</p> <ul style="list-style-type: none"> • U.S. Army - A • U.S. Air Force - F • U.S. Marine Corps - M • U.S. Navy - N

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DATA ELEMENT NAME	DEFINITION	VALUES
1-2. DoD Component Supported	<p>The DoD organization who's military authorizations are being converted.</p> <p>Note: Identify authorizations for DHP, MTMC, MEPCOM, Combatant Command HQs, and Civil Works Program to those programs and organizations in addition to the DoD components.</p>	<p>Drop List: Select one from the following list:</p> <ul style="list-style-type: none"> • Civil Works Program (Department of the Army) - CW • Combatant Command Headquarters - HQ • Defense Health Program - DHP • Military Traffic Management Command - MT • U.S. Military Entrance Processing Command - ME • American Forces Information Service (AFIS) - O • Defense Advanced Research Projects Agency (DARPA) - P • Defense Commissary Agency (DeCA) - 3 • Defense Contract Audit Agency (DCAA) - R • Defense Contract Management Agency (DCMA) - S1 • Defense Finance and Accounting Service (DFAS) - 2 • Defense Information Systems Agency (DISA) - K • Defense Intelligence Agency (DIA) - L • Defense Legal Services Agency (DLSA) - I • Defense Logistics Agency (DLA) - S • Defense Prisoner of War/Missing Personnel Office (DPMO) - Z • Defense Security Cooperation Agency (DSCA) - 98 • Defense Security Service (DSS) - V • Defense Threat Reduction Agency (DTRA) - 99 • Department of Defense Education Activity (DoDEA) - 6 • Department of Defense Human Resources Activity (DHRA) - 10 • Department of Defense Inspector General (DoDIG) - 1 • Department of the Air Force - F • Department of the Army (excludes Civil Works Program) - A • Joint Staff (JS) - J • Missile Defense Agency (MDA) - E • National Imagery Mapping Agency (NIMA) - B • National Reconnaissance Office (NRO) - 97 • National Security Agency (NSA) - G • Navy (includes DON Headquarters Staff and excludes USMC) - N • Office of Economic Adjustment (OEA) - 9 • Office of the Secretary of Defense (OSD) - X • Other agencies outside DoD - OTH • Pentagon Force Protection Agency (PFPA) - H • Tri Care Management Activity (TMA) - C • U.S. Marine Corps - M • Washington Headquarters Services (WHS) - D

DATA ELEMENT NAME	DEFINITION	VALUES
1-3. Initiative Record Number	A registration number that the system automatically assigns to the initiative upon saving a new initiative.	<p>System Generated: This consists of the single-digit letter designator of the Military Service identified in 1-1 above, plus the designator for the Military Service or non-Military Service the authorizations are assigned to, plus a four digit number representing the sequence in which the initiative record was recreated.</p> <p>For example: if the first record created is entered by the Navy for authorizations in DLA, the registration number assigned would be N-S-0001. If the 100th record created was entered by the Air Force for authorizations within the Air Force, the registration number assigned would be F-F-0100.</p>
1-4. Initiative Title	A descriptive title users enter to identify the nature of the initiative such as, "FY04 Conversion of Army National Guard Security Guards."	Limited to 100 characters.
1-5. Program Budget Decision 712?	Indicates whether or not the conversion supports PBD 712.	<p>Users select Yes or No.</p> <p>Note: If the conversion supports another budget decision, the Narrative Description of Initiative should identify the other decision. See the example in 1-6 below.</p>
1-6. Initiative Description	<p>A narrative description of the initiative describing the nature of the conversion such as: "Work performed by military personnel will be converted to DoD civilian performance in conjunction with an Efficiency Review," or "Security function currently performed by the National Guard will be converted to private sector performance consistent with PBD XXX"</p> <p>Note: To receive credit for conversion to ISSA performance, the narrative must state that the converted work will not be performed by military personnel.</p>	<p>As entered: provide enough detail for OSD analysts to understand the full nature of the conversion.</p>
1-7. Conversion Type	The type of process that will be used to convert the military performance of the work.	<p>Drop List: Select one from the following list:</p> <ul style="list-style-type: none"> • A-76 Competition • Direct Private Sector Contract • Privatization Initiative • ISSA within the Military Service's Component • ISSA within DoD • ISSA with another Federal Agency • Public-Private Partnership • Conversion to DoD Civilian Performance • Out of Court Settlement

DATA ELEMENT NAME	DEFINITION	VALUES
1-8. Service Component	<p>The component of Military Service that the military authorizations being converted for.</p> <p>Note: Users are required to enter the number of military authorizations that the corresponding Military Service Component will have to convert: Active, Guard or Reserve; Manpower Mix Criteria, 1-9 below; and DoD Function Code, 1-10 below. For example, if the initiative involves Guard and Reserve authorizations — all of which are coded with the same Manpower Mix Criteria Code but are spread among 3 Function Codes — the user will have to create 6 lines by selecting the applicable choices from 1-8, 1-9, and 1-10.</p>	<p>Drop List: Select one or more from the following list:</p> <ul style="list-style-type: none"> • Active • Guard • Reserve
1-9. Manpower Mix Criteria Code	<p>The code used in the Inherently Governmental/Commercial Activities (IGCA) Inventory, which designates manpower as inherently governmental, exempt from private sector performance, or subject to divestiture or private sector performance.</p> <p>Note: This is part of the selection process described in 1-8 above.</p>	<p>Drop List: Select one or more from the following list:</p> <ul style="list-style-type: none"> • A – Military Operations • B – Exemption for Military Support Elements in Operating Forces • D – Exemption for Military & Civilian Wartime Designations (Dual Status) • F – Military-Unique Knowledge & Skills • G – Exemption for Esprit de Corps & Military Support • H – Exemption for Continuity of Infrastructure Operations • I – Military Augmentation of the Infrastructure During War • J – Exemption for Military Rotation • K – Exemption for Military Career Progression • L – Exempted by Law, Executive Order, Treaty or International Agreement • M – Exempted by DoD Management Decision • P – Pending Restructuring of Commercial Activities • R – Subject to Review for Competition Under A-76 • W – Non-Packageable Commercial Activity • X – Alternatives to A-76

DATA ELEMENT NAME	DEFINITION	VALUES
1-10. DoD Function Code	<p>The four-character, DoD alpha-numeric designators and names specifying the type of work being converted and the number of military authorizations being converted from this function</p> <p>Notes: Part of selection process described in 1-8 above. Additionally, if a conversion involves Manpower Mix Criteria J or K as described in 1-9 above, and multiple DoD Function Codes, users may select codes XXXJ and XXXK from the drop list of DoD Function Codes in lieu of listing multiple DoD Function Codes.</p>	<p>Drop List: Select one or more from the list of DoD function codes plus the following 2 codes:</p> <ul style="list-style-type: none"> • XXXJ – Rotation Policy Changes • XXXK – Career Progression Changes <p>Note: For XXXJ and XXXK, ensure this is addressed in the narrative description in 1-6 above.</p>
1-11. Number of Military Conversions	<p>The number of military authorizations being converted.</p>	<p>A matrix will be generated with lines created by selections from 1-8, 1-9, and 1-10. Also, an entry will be required for the number of military spaces converted in each line. If a line is created from which no authorizations will be converted, that line should be deleted.</p>
1-12. Initial Projected Completion Date	<p>The Projected Completion Date, is set when users create the initiative record, and marks the completion of all actions and awarding of Final Credit.</p>	<p>Select the projected month, year, and day using a date utility. The earliest acceptable date is October 1, 2003.</p>
1-13. Step (1): Ready for Review/ Approval by OSD?	<p>This is an indicator that the Military Service has finalized all information required from 1-12 above, and the initiative record is ready for OSD review and approval.</p>	<p>Users select Yes or No.</p> <p>Note: When users select Yes, the user will be queried whether to send an email to OSD notifying them that the record is ready for review and approval.</p>

DATA ELEMENT NAME	DEFINITION	VALUES
1-14. Record Status	The status of the initiative.	<p>System Generated:</p> <p><i>Candidate</i></p> <ul style="list-style-type: none"> The initiative is awaiting initial approval from OSD for conversion in 1-15 below <p><i>In-Progress</i></p> <ul style="list-style-type: none"> The initiative is approved by OSD for conversion and awaits OSD award of initial credit in Step 2. <p><i>Initial</i></p> <ul style="list-style-type: none"> The initiative is awarded initial credit and awaits OSD award of tentative credit in Step 3. <p><i>Tentative</i></p> <ul style="list-style-type: none"> The initiative is awarded tentative credit and awaits OSD award of final credit in Step 4. <p><i>Final</i></p> <ul style="list-style-type: none"> All actions associated with initiative have been completed and final credit has been awarded. <p>User Controlled:</p> <p><i>Withdrawn</i></p> <ul style="list-style-type: none"> The initiative is cancelled by military service prior to initial OSD approval for conversion in 1-15 below. <p><i>Cancelled</i></p> <ul style="list-style-type: none"> The initiative is cancelled by military service after OSD approval for conversion and prior to OSD award of final credit.
1-15. Date Initiative Approved For Conversion	The date OUSD (P&R or AT&L) approves the initiative for conversion.	The OUSD(P&R and AT&L) approval authority selects the month, year, and day the initiative is approved using a date utility. The earliest acceptable date is October 1, 2003.
1-16. Date Initiative Cancelled	The effective date of a cancellation if the Military Service cancels an initiative. Note: An explanation for canceling an initiative is required in 1-16 below.	Select the month, year, and day of the effective cancellation date using a date utility. The earliest acceptable date is October 1, 2003.
1-17. Reason for Cancellation	A short explanation of the reason for canceling an initiative.	As entered.
1-18. Step 1: Comments	Comments pertaining to the data or actions in Step 1 that are not required by other explanation fields.	Optional: As entered.

DATA ELEMENT NAME	DEFINITION	VALUES
STEP 2 – DOCUMENT INITIAL CREDIT		
2-1. Basis for Receiving Initial Credit	The action or decision, which forms the basis for the Military Service receiving initial credit for a conversion.	<p>Drop List: Select one from the following list:</p> <ul style="list-style-type: none"> • Tentative Decision Reached in an A-76 Competition • Contract Awarded • ISSA Signed • Partnership Approved • Funded Civilian Authorizations Added
2-2. Results of Conversion	The results of the actions taken and decisions approved in 2-1 above.	<p>If users select Tentative Decision in 2-1 above, then a Drop List will appear. Select one from the following list:</p> <ul style="list-style-type: none"> • MEO Selected • Contractor Selected • ISSA Provider Selected <p>Otherwise, this value will be System Generated.</p> <ul style="list-style-type: none"> • Contract Awarded • ISSA Signed • Partnership Approved • Funded Civilian Authorizations Added <p>Note: The values generated are dependent on the selection made in 2-1 above. For Contract Awarded, ISSA Signed, Partnership Approved and Funded Civilian Authorization Added, these values are the result of the conversion.</p>
2-3. Number of Funded Civilian Authorizations Added?	The number of Funded Civilian Authorizations added as a result of converting military authorizations driven by an A-76 MEO or a direct conversion to civilian performance.	<p>Users should enter zero or a positive number.</p> <p>Note: If no new funded civilian authorizations result from a direct conversion to civilian performance, then the military service will not receive a credit, and the initiative should be cancelled.</p>
2-4. Military End Strength Reduced?	<p>An indicator that the Military Service has reduced its end strength as a result of a conversion.</p> <p>Note: Users must enter “Yes” for either 2-4 or 2-6 or both to receive any credit for a conversion</p>	Users select Yes or No.
2-5. Military End Strength Reduction	The number of military authorizations approved for elimination.	<p>If users select “Yes” in section 2-4 above, then the system will display the matrix created in Step 1 (items 1-8, 1-9, and 1-10) listing the originally estimated number of military authorizations whose work is being converted. Additionally, a new column requiring the entry of the number of military authorizations approved for elimination will be displayed. Thus, an entry will be required from users for each cell in the new column. If no end strength is eliminated for one of the combinations, users must enter zero.</p>

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DATA ELEMENT NAME	DEFINITION	VALUES
2-6. Military Manpower Transferred?	This is an indicator that Military Service has transferred military authorizations in order to relieve stress on the operating forces resulting from the conversion. Note: Users must enter “Yes” for either 2-4 or 2-6 or both to receive any credit for a conversion	Users select Yes or No. Note: If military authorizations are being transferred, then a narrative describing how the transfer will relieve stress on the operating forces is required in Section 2-8 below.
2-7. Number of Military Authorizations Transferred	The number of military authorizations transferred to other functions.	If users select “Yes” in Section 2-6 above, then the system will display the matrix created in Step 1 (items 1-8, 1-9, and 1-10) listing the originally estimated number of authorizations whose work is to be converted. Additionally, it will display a new column, which requires users to enter the number of authorizations transferred. If no authorizations are being transferred for one of the combinations, users must enter zero.
2-8. Description of Transfer Impact	A short description of how the military authorizations transferred in Section 2-7 above will relieve stress on the operating forces.	As entered.
2-9. Current Projected Completion Date	The current date projected for completing all actions and awarding the Final Credit.	Select the projected month, year, and day using a date utility. The earliest acceptable date is October 1, 2003.
2-10. Step (2): Ready for Review/ Approval by OSD?	An indicator that the Military Service has finalized all information required through Section 2-9 above, and the initiative record is ready for OSD review and approval.	Select Yes or No. Note: When users select “Yes,” the user will be queried whether to send an email notice to OSD that the record is ready for review and approval.
2-11. Date Initial Credit for Conversion Approved	The date that OUSD (P&R or AT&L) approved the initial credit for conversion.	The OUSD (P&R and AT&L) approving authority selects the month, year, and day that the initial credit is approved using a date utility. The earliest acceptable date is October 1, 2003.
2-12. Step 2 Comments	Comments pertaining to the data, or actions in Step 2 that are not required by other explanation fields.	Optional: As entered.

DATA ELEMENT NAME	DEFINITION	VALUES
STEP 3 – DOCUMENT TENTATIVE CREDIT		
3-1. Date Military Authorization Actions Completed	The date DMDC receives the Military Data Report, which documents all military authorizations that have been transferred.	Using a date utility, select the month, year, and day DMDC first possessed the applicable Military Data Report. The earliest acceptable date is October 1, 2003.
3-2. Date Action Approved/ Civilian Positions Documented	This is the date the contract was awarded; the partnership approved; and the ISSA signed. Or, for MEOs and straight conversions to DoD civilian performance, this is the date all DoD funded civilian positions have been documented and flagged as military conversion positions by Fiscal Year in the Defense Civilian Personnel Data System (DCPDS).	Users should select the effective month, year, and day of the action using a date utility. The earliest acceptable date is October 1, 2003.
3-3. Step (3): Ready for Review/ Approval by OSD?	An indicator that the Military Service has finalized all information required through Section 3-2 above, and the initiative record is ready for OSD review and approval.	Users select Yes or No. Note: When users select “Yes,” they will be queried whether to send an email notice to OSD that the record is ready for review and approval.
3-4. Date Tentative Credit for Conversion Approved	The date OUSD (P&R or AT&L) approved tentative credit for conversion.	The OUSD(P&R or AT&L) approving authority selects the month, year, and day that tentative credit is approved using a date utility. The earliest acceptable date is October 1, 2003.
3-5. Step 3 Comments	Comments pertaining to the data or actions in Step 3.	Optional: As entered.

DATA ELEMENT NAME	DEFINITION	VALUES
STEP 4 – AWARD FINAL CREDIT		
4-1. Date Civilian Positions Filled	The date that all DoD civilian positions documented and flagged as military conversion positions in DCPDS have been filled. Note: This field is applicable only when, Funded Civilian Authorizations have been added.	Select the effective month, year, and day of the action using a date utility. The earliest acceptable date is October 1, 2003.
4-2. Step (4): Ready for Review/ Approval by OSD?	An indicator that the Military Service has finalized all information required through Section 4-1 above, and that the initiative record is ready for OSD review and approval.	Users select Yes or No. Note: When users select “Yes,” they will be queried whether to send an email notice to OSD that the record is ready for review and approval.
4-3. Date Final Credit Awarded	The date OUSD (P&R or AT&L) approved the final credit for conversion.	Using a date utility, the OUSD(P&R or AT&L) approving authority selects the month, year, and day that the final credit is approved. The earliest acceptable date is October 1, 2003. Note: The system automatically populates this field with the date entered in Section 3-4 (Tentative Credit approval date) when no Funded Civilian Authorizations have been added.
4-4. Step 4 Comments	Comments pertaining to the data or actions in Step 4.	Optional: As entered.